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MINUTES FORWARD PLANNING COMMITTEE April 16, 2019

1. **Roll Call:**

A regular meeting of the Hoffman Estates Park District Forward Planning Committee was held on April 16, 2019 at 8:13 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Bickham, President Kaplan, Commissioners K. Evans and Kilbridge, Comm Rep Aguilar

Absent: Comm Rep Macdonald, Musial, Sernett, Veronico, Wittkamp

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: Commissioner McGinn and R. Evans

2. **Approval of Agenda:**

Commissioner Kilbridge made a motion, seconded by President Kaplan to approve the agenda as presented. The motion carried by voice vote.

3. **Approval of the Minutes:**

Comm Rep Aguilar made a motion, seconded by Commissioner K. Evans to approve the minutes of the February 19, 2019 meeting as presented. The motion carried by voice vote.

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. 2020 CMP: Objectives and SWOT analysis/M19-045:

Executive Director Talsma reviewed the item noting that they were near the end of the CMP process. He explained that one of the last components was “what was the district looking to accomplish over the next 5 years.” To that end, staff had completed the SWOT analysis and created objectives to support the mission and goals.

Commissioner Kilbridge asked what the following statement meant under SWOT Finance & Admin/Business Department/Summary of Operations/Weaknesses:

- Operational staff is looking for greater data entry access resulting in challenges finding a balance between maintaining segregation of duties and efficiency for the customer

Director Hopkins explained that an example would be wanting to allow the front desk staff the opportunity to process refunds on the spot versus having the customer wait until a check was processed by the business department. However, cross checks would require that refunds could not be distributed in cash from the front desk drawer.

Executive Director Talsma reviewed the goals:

1. Healthy and Enjoyable Experiences:

- Chairman Bickham asked about the mid, short and long term goals and if they were fairly equally divided. It was noted that for the most part they were, however, in some instances more had been termed short-term as staff was anxious to complete them.
- Chairman Bickham has about providing technology-based golf option at learning center and Director Bechtold explained that they were looking at a virtual program that would allow for play and detailed practice sessions that would be more friendly to the Top Golf clientele. He noted that it would be 10 stations outside under a canopy.

2. Social Equity

- Commissioner Kilbridge asked about evaluating fitness health insurance reimbursement program and Director Kapusinski explained it was involvement with the Silver Sneakers program through Medicare for reimbursement for senior fitness programs.
- President Kaplan asked about evaluating cricket participation and addressing field needs and Executive Director Talsma noted that the

district was still looking at doing the Cricket Pitch and summer Cricket lessons.

3. Financial Stewardship

- Chairman Bickham asked about hiring a purchasing agent and Executive Director Talsma explained that staff was evaluating the benefit to having a single person purchasing most district items. It was noted that presently each division does its own purchasing.
- President Kaplan asked about evaluating hosting an ice skating competition and Executive Director Talsma explained that figure skating competitions were becoming more popular.

4. Operational Excellence:

- Commissioner R. Evans asked about the development of a multi-level mountain bike trail and Executive Director Talsma explained that they were looking at Essex Park as it had space and multi-terrain. Other options in the district were also under review.
- Chairman Bickham asked about establishing a community park app where residents can report vandalism, environmental damage, etc. and Executive Director Talsma said staff had that as an objective.
- President Kaplan asked why the objective of replacing the bus for field trips and 50+ events was long term and Director Hugen noted that it was with regard to the school bus and not the one primarily used for 50+.

5. Environmental Awareness:

- Chairman Bickham asked about evaluating the opportunity for a south side dog park and it was noted that the dog parks were very well received and there was a growing opportunity.

6. Customer Service:

- No questions

The committee consensus was to approve the list of goals and objectives for the next 5 years.

7. **Committee Member/Commissioner Comments:**

Commissioner Kilbridge noted that she enjoyed the CMP process.

Comm Rep Agular said he looked forward to the updates.

Chairman Bickham congratulated staff on compiling the information.

8. Adjournment:

Commissioner made a motion, seconded by Commissioner to adjourn the meeting at p.m.
The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary